Human Resource Management - Time and Labor Distribution

Welcome to the Enterprise Applications Due Diligence Survey! Your thoughtful response to this survey will help the Commonwealth to gather information to evaluate potential opportunities to re-engineer and re-solution common processes in the Commonwealth. Your input and information is vital for this project's success. Your response is due in five business days. To produce the most successful response, please read these instructions thoroughly.

Please answer the survey questions as fully as possible using existing policies, procedures, systems, data and professional experience. If you cannot answer a question using these resources, you are not expected to go to unusual lengths or use untested methods to gather information. Simply indicate, where possible, that the information is not available.

If your response does not fit into the space available or you have other information that you would like to provide, please contact Bob Haugh, Deputy Project Manager, (William.haugh@vita.virginia.gov, 804/344-8790) for assistance.

If you cannot complete the survey in one sitting, you can save the work you have already entered. Pressing the "Next" button at the bottom of each page both moves you to the next page and auto-saves each page as you complete it. Note that the survey page you are working on will not be saved until you click "Next," so you must click "Next" when you have finished the page if you have to stop and return later. When you re-enter the survey through your e-mail link, you will be returned to where you left off.

If data is not readily available or if you have to do some research to fully complete the survey, you can skip questions and come back to them. Please complete the survey to the best of your ability and press the "Submit" button to store your survey in the survey database. You can come back to your survey through your e-mail link and change your answers if the data becomes available. You are free to edit your submitted survey until we close the survey site. Please remember that every time you edit your survey after the first submission, you must press the "Submit" button again to record your changes. (Clicking the "Next" button will not auto-save pages when you are editing a previously submitted survey. Simply press "Submit" again.)

Thank you. We greatly appreciate your participation!

This document contains respondents between 1 and 36 inclusive.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

....

Weekly

56 %

Bi-weekly

....

Semi-monthly

....

Monthly

....

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

100

Highest Total

250

Month Highest Total Occurred

September

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

....

Weekly

100 %

Bi-weekly

....

Semi-monthly

....

Monthly

....

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

10 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

⦿ Yes

◯ No

7. If yes, please indicate which of the following you use

- ☑ shift differentials
- ☑ on-call pay
- ☐ emergency pay
- ☑ per diem
- ☑ special rates
- ☑ temporary pay
- ☑ military pay
- ☑ bonuses

Other

compensatory time, overtime, location differential

8. Does your Agency manage time and labor distribution at multiple work locations?

- ◉ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☑	☐	☑
Time Entry	☐	☐	☑
Labor Distribution	☑	☐	☑

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

- ○ Yes
- ◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

- ○ Yes
- ◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐   Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	.1
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

◉	Yes
○	No

21. If yes, please list the tools.

1.

Automated timekeeping system

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○   Yes

◉   No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

- ⦿ Yes
- ○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

- ⦿ Yes
- ○ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	Seasonal hires	Applicant intake and recruitment, Payroll
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Formal process for tracking time for non-exempt employees

2.

Process for documenting earned comp time and overtime

3.

Meets requirements for federal grants/projects

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Electronic timesheets

2.

Automatic calculation of overtime/compensatory time

3.

More accountability for tracking work hours

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Ability to track how hours are spent (i.e, travel to work site, actual time spent performing function

2.

Tracking 1500 hour limits for wage employees and automatically notify supervisor when employee has worked 1300

3.

Track leave usage by type and generate reports

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Fair Labor Standards Act; Department of Human Resource Management (DHRM) Policies; Family Medical Leave Act; Uniformed Services Employment and Re-employment Rights Act

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

....

Weekly

....

Bi-weekly

....

Semi-monthly

100 %

Monthly

....

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

25

Highest Total

35

Month Highest Total Occurred

October 2004

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

………

Weekly

………

Bi-weekly

………

Semi-monthly

100 %

Monthly

………

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

100 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

○ No

7. If yes, please indicate which of the following you use

- ☑ shift differentials
- ☑ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☑ special rates
- ☑ temporary pay
- ☑ military pay
- ☑ bonuses

Other

compensatory leave

8. Does your Agency manage time and labor distribution at multiple work locations?

- ○ Yes
- ◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

○ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Kronos	Timekeeper Central	3.A	$ 6,075
2.	Kronos	Accruals	3.A	$ 2,250
3.	Kronos	Scheduling	3.A	$ 2,700
4.	Kronos	Archiever	3.A	$ 1,575
5.	Kronos	Cardsaver	3.A	$ 1,575

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.	$ 0	$ 0	
2.	$ 0	$ 0	
3.	$ 0	$ 0	
4.	$ 0	$ 0	
5.	$ 0	$ 0	

16. If you would like us to contact you for more information, please check follow up.

☑ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	3.9
Band - 3	1.6
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

⦿	Yes
◯	No

21. If yes, please list the tools.

1.

Kronos Workforce Central Suite

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

◉ Yes

○ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.	special pays	No	0
2.	overtime	No	0
3.	shift differential	No	0
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

○ Yes

◉ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○	Yes
◉	No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Facilitates VSDP payroll processing

2.

Facilitates processing of exceptions, OT, shift differential, etc

3.

saves considerable timekeeper effort; employees scan in/out

4.

automates leave tracking & facilitates reporting to staff

5.

provides management with staff coverage data; very important in a 24/7 organization with required staffing minimums

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Need to implement interface to CIPPS; turnover in staff has delayed implementation

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

the web based version of this product has desireable features but is cost prohibitive to us.

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

84 %

Weekly

....

Bi-weekly

....

Semi-monthly

....

Monthly

....

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

70

Highest Total

81

Month Highest Total Occurred

JAN 05

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

100 %

Weekly

....

Bi-weekly

....

Semi-monthly

....

Monthly

....

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

3.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

⦿	Yes
◯	No

7. If yes, please indicate which of the following you use

- ☑ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☐ temporary pay
- ☐ military pay
- ☑ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ○ Yes
- ◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

◉ Yes

○ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.	commonwealth center for children & adolescents	$ 0
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

○ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	KRONOS		4.3.3	$ 21,056
2.	ACCESS			
3.	EXCEL			
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.		$ 0	$ 0
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	2.5
Band - 4	.5
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

○   Yes

◉   No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○   Yes

◉   No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Centralized timekeeping

2.

Access Database

3.

Cross training

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Ability to lock out all users

2.

Ability to change prior data only with approved security - lock once certified

3.

Archive data weekly and/or payperiod

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

See above

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

NONE

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

………

Weekly

37 %

Bi-weekly

48 %

Semi-monthly

………

Monthly

………

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

1

Highest Total

1

Month Highest Total Occurred

only 1 in the past five years

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

……

Weekly

……

Bi-weekly

100 %

Semi-monthly

……

Monthly

……

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

100 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

1.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

○ No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☑ temporary pay
- ☐ military pay
- ☐ bonuses

Other

acting pay

8. Does your Agency manage time and labor distribution at multiple work locations?

○ Yes

◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

○ Yes

◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

- ○ Yes
- ◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

- ○ Yes
- ◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	.4
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○   Yes

◉   No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

○ Yes

◉ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Agency has a solid tracking system of an employees time and attendance

2.

able to have contact with employee if there are questions for need corrections

3.

data available to audit for trends

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

....

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

....

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

……

Monthly

……

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

78

Highest Total

78

Month Highest Total Occurred

78

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

100 %

Weekly

....

Bi-weekly

....

Semi-monthly

....

Monthly

....

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

%

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉   Yes

○   No

7. If yes, please indicate which of the following you use

- ☑ shift differentials
- ☑ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☐ temporary pay
- ☐ military pay
- ☑ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ◉ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☑	☐	☐
Time Entry	☑	☐	☐
Labor Distribution	☑	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

◉ Yes

◯ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.	Central State Hospital	$ 0
2.	Hiram Davis Medical Center	$ 0
3.	Virginia Center for Behavioral Rehabilitation	$ 0
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

◯ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	KRONOS	Workforce Timekeeper	4.3	$ 48,000
2.				
3.				
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.	$ 3,000	$ 0	$ 0
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☑ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	8.6
Band - 3	
Band - 4	1.0
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

⦿	Yes
○	No

21. If yes, please list the tools.

1.

Kronos Connect

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

○ Yes

◉ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Automatic calculation of shift differential and overtime

2.

Automated leave tracking system

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

KRONOS and CIPPS interface

2.

KRONOS and FMS II interface

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Intergrated with Human Resourses as well as CIPPS

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

None

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

………

Weekly

………

Bi-weekly

………

Semi-monthly

46 %

Monthly

………

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

78

Highest Total

78

Month Highest Total Occurred

March

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

………

Weekly

………

Bi-weekly

………

Semi-monthly

100 %

Monthly

………

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

100 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

86.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

○ No

7. If yes, please indicate which of the following you use

- ☑ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☐ temporary pay
- ☐ military pay
- ☐ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ⊙ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☑	☑
Time Entry	☐	☐	☑
Labor Distribution	☐	☐	☑

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ⊙ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

○ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Excel			
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	3.0
Band - 5	1.0
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

◉ Yes

○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Easy to use.

2.

....

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

....

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

....

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

……

Monthly

……

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

9

Highest Total

10

Month Highest Total Occurred

March

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

100 %

Monthly

……

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

100 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

6.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

○ No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☐ temporary pay
- ☐ military pay
- ☐ bonuses

Other

hourly rates

8. Does your Agency manage time and labor distribution at multiple work locations?

- ○ Yes
- ◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

○ Yes

◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐   Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

◉ Yes

○ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.	Internal Financial Systems	CO/Finance, facilities, local govt. (CSBs)	0
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	3.0
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

◉ Yes

○ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.	Reimbursement reporting in Fiscal - not within HR	No	0
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

◉ Yes

○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

less than 1 FTE in HR for all employee time/labor processes

2.

Clear processes & practices in place

3.

Good audit reviews

4.

Training minimal - only with new employees

5.

Approx. 3 FTEs in Central Office involved in time/labor processes

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Work of timekeepers in process of further automating

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

minimal human input

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

No

31. If you have any other concerns or comments about this functional area, please include them here.

System is flexible so frequency of input/updates associated with numbers 13 & 17 vary with time information is received. I do not think there are fixed/scheduled input times/updates.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

 %

Weekly

 %

Bi-weekly

 %

Semi-monthly

100 %

Monthly

 %

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

21

Highest Total

56

Month Highest Total Occurred

July 2004

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

 %

Weekly

 %

Bi-weekly

 %

Semi-monthly

100 %

Monthly

 %

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

○ Yes

◉ No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☐ temporary pay
- ☐ military pay
- ☐ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ○ Yes
- ◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

◉	Yes
○	No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.	Lt Governor,Governor,Sec/Commonwealth,Sec/ Administration,Sec/Natural Resources,Sec/Education	$ 0
2.	Sec/Technology,Sec/Transportation,Sec/Publi c Safety,Sce/Hlth/Hum Resources,Sec/Finance	$ 0
3.	Sec/Commerce/Trade,Sec/Agriculture-Forestry, Va Israel Advisory Board	$ 0
4.	Va Racing Commission, Va Liaison Office	$ 0
5.	Substance Abuse	$ 0

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

○	Yes
◉	No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	1.0
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

- ◉ Yes
- ○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

- ○ Yes
- ◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

n/a

2.

n/a

3.

n/a

4.

n/a

5.

n/a

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

n/a

2.

n/a

3.

n/a

4.

n/a

5.

n/a

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

n/a

2.

n/a

3.

n/a

4.

n/a

5.

n/a

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

n/a

31. If you have any other concerns or comments about this functional area, please include them here.

n/a

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

....

Weekly

....

Bi-weekly

....

Semi-monthly

18 %

Monthly

....

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

98

Highest Total

98

Month Highest Total Occurred

March 2005

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

100 %

Monthly

……

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

41 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉   Yes

◯   No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☑ special rates
- ☑ temporary pay
- ☑ military pay
- ☑ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ⦿ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☑	☐	☐
Time Entry	☐	☐	☑
Labor Distribution	☑	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ⦿ Yes
- ○ No

11. If yes, please identify the name and nature of the organization.

Payroll Service Bureau - DOA

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

○ Yes

◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○   Yes

◉   No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

◉ Yes

○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Consistent, well documented centrally

2.

DOA staff is cooperative and knowledgeable

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Better training and oversight of decentralized processes

2.

More information from DOA when potential problems surface

3.

More reporting/information capabilities

4.

Increased accountability for decentralized processes

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Current, adequate management reporting

2.

thorough training of all involved

3.

Accountability for decentralized processes

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

no

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

………

Weekly

………

Bi-weekly

26 %

Semi-monthly

………

Monthly

………

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

41

Highest Total

50

Month Highest Total Occurred

December

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

....

Weekly

....

Bi-weekly

....

Semi-monthly

100 %

Monthly

....

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

10 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

○ No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☐ temporary pay
- ☐ military pay
- ☐ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ○ Yes
- ◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ◉ Yes
- ○ No

11. If yes, please identify the name and nature of the organization.

Department of Accounts Payroll Services Bureau

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

○ Yes

◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐   Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	.1
Band - 5	.1
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	.3

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.
....

2.
....

3.
....

4.
....

5.
....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

○ Yes

◉ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Clear and concise reporting

2.

Consistency in data gathering

3.

Segregation of duties for audit purposes

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Ability for the agency to input data would increase efficiency

2.

Eliminate redundancy in data entry

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Online reporting and data entry for non-exempt and wage information

2.

Edit features to allow for recording overtime hours and data manipulation

3.

System interface with payroll to allow for recording of hourly wages by cost center

4.

………………………………………………………………………………………………………

5.

………………………………………………………………………………………………………

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

 %

Weekly

12 %

Bi-weekly

 %

Semi-monthly

 %

Monthly

 %

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

3

Highest Total

4

Month Highest Total Occurred

December 2004

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

 %

Weekly

100 %

Bi-weekly

 %

Semi-monthly

 %

Monthly

 %

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

100 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

⦿   Yes

◯   No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☐ temporary pay
- ☐ military pay
- ☐ bonuses

Other

regular rates of pay for non-exempt employees

8. Does your Agency manage time and labor distribution at multiple work locations?

- ○ Yes
- ◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

○ Yes

◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.1
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

○ Yes

◉ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

No duplication of keying

2.

....

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Onlilne transmission of data to Dept. of Accounts

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Automated processes

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

No

31. If you have any other concerns or comments about this functional area, please include them here.

No

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

50 %

Monthly

……

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

169

Highest Total

204

Month Highest Total Occurred

September, 04

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

100 %

Monthly

……

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

100 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

○ Yes

◉ No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☐ temporary pay
- ☐ military pay
- ☐ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ◉ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☑	☐	☐
Time Entry	☐	☐	☑
Labor Distribution	☐	☐	☑

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

○ Yes

◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	1.0
Band - 2	.0
Band - 3	.0
Band - 4	.0
Band - 5	1.0
Band - 6	.0
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

- ○ Yes
- ◉ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

- ◉ Yes
- ○ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	Summer Hires	Applicant tracking, processing and pay
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Runs Smoothly

2.

....

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

None

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

None

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

no

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

....

Weekly

100 %

Bi-weekly

....

Semi-monthly

....

Monthly

....

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

62

Highest Total

62

Month Highest Total Occurred

March 2005

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

………

Weekly

………

Bi-weekly

………

Semi-monthly

100 %

Monthly

………

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

100 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

◯ No

7. If yes, please indicate which of the following you use

- ☑ shift differentials
- ☑ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☑ special rates
- ☑ temporary pay
- ☑ military pay
- ☑ bonuses

Other

non-state pay

8. Does your Agency manage time and labor distribution at multiple work locations?

- ○ Yes
- ◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ◉ Yes
- ○ No

11. If yes, please identify the name and nature of the organization.

DOA's payroll service bureau

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

○ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Web based/Time reporting	NA	NA	$ 0
2.	MACS In House T&M Billing			
3.	Time Scope			
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			$ 0
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

- ⦿ Yes
- ○ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.	Time/project reporting in hours	Management - via the agency dashboard	0
2.	Time & Materials	Billing System	0
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	.4
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

◉ Yes

○ No

21. If yes, please list the tools.

1.

See previously reported HR systems

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

◉ Yes

○ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.	Time/project reporting	No	0
2.	Billing	Yes	0
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

⦿ Yes

◯ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

◯ Yes

⦿ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Use of the payroll service bureau for leave processing

2.

....

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Find a system that is fully automated

2.

Easy interface to time and materials billing

3.

Interface to IT investment cost tracking

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Ability to produce ad-hoc reports

2.

Need a fully integrated system, with no double keying

3.

Reduce the types of leave - too many right now

4.

Tied to project management and billing systems

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

State leave policies

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

………

Weekly

14 %

Bi-weekly

………

Semi-monthly

1 %

Monthly

………

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

5

Highest Total

9

Month Highest Total Occurred

July 2004

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

………

Weekly

………

Bi-weekly

………

Semi-monthly

100 %

Monthly

………

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

100 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

○ No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☐ temporary pay
- ☐ military pay
- ☐ bonuses

Other

Grant allocation

8. Does your Agency manage time and labor distribution at multiple work locations?

- ◉ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☑	☑	☑
Time Entry	☐	☑	☑
Labor Distribution	☐	☑	☑

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

○ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Access - Timesheeting system			
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	.2
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

| ◉ | Yes |
| ○ | No |

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

		Process	Requires Double Entry	Frequency
	1.	Timesheeting data into CIPPS	Yes	
	2.			
	3.			
	4.			
	5.			

24. Does your Agency systematically interface with CIPPS?

◉ Yes

○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Direct contact with employees regarding questions about their time

2.

Provides accurate data for grants.

3.

System is easy to manage.

4.

Privides data on a timely basis.

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

....

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Easy to use by employees and payroll staff.

2.

Provides timely, accurate data.

3.

Generates data needed for grant management.

4.

Provides for electronic transfer of information.

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

……

Monthly

85 %

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

63

Highest Total

63

Month Highest Total Occurred

March

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

40 %

Weekly

....

Bi-weekly

60 %

Semi-monthly

....

Monthly

....

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

90 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

◯ No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☑ emergency pay
- ☑ per diem
- ☐ special rates
- ☐ temporary pay
- ☐ military pay
- ☐ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ⦿ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☑	☐
Time Entry	☐	☑	☐
Labor Distribution	☐	☑	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ⦿ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

○ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	NIMS - specialized agency software			
2.				
3.				
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			$ 0
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐   Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	4.0
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○   Yes

◉   No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

○ Yes

◉ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

◉ Yes

○ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	planting and grading	forestry centers and field office
2.	wild fire fighting	field offices
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

system of checks and balances in place

2.

centralized person to call with questions

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

end redunancy - employee manually completes time card and then another employee has to enter the information into a system

2.

speed of use

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

ability of employees to enter data electronically

2.

ability of supervisors to review data entered by employees

3.

system of checks and balances

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

31. If you have any other concerns or comments about this functional area, please include them here.

Our agency is currently in the process of implementing a new custom web-based tracking system. The system will track agency work, time, etc. It will be an integrated system which will allow us to better determine an employee's daily work activities and overall work load. Employees also will be able to enter their own time electronically. Then, the regional office will review the data entered prior to final submission. This system will improve our overall tracking systems and assist the agency to better manage its workforce.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

....

Weekly

....

Bi-weekly

....

Semi-monthly

....

Monthly

....

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

395

Highest Total

1741

Month Highest Total Occurred

July

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

100 %

Monthly

……

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

○ No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☑ special rates
- ☑ temporary pay
- ☑ military pay
- ☑ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ◉ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☑
Time Entry	☐	☐	☑
Labor Distribution	☑	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

◉ Yes

○ No

13. If yes, please list Agency and service fee.

		Agency	Service Fee
	1.	Chippokes Plantation & Farm Foundation-Agy 319	$ 0
	2.		
	3.		
	4.		
	5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

○ Yes

◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	1.7
Band - 4	1.0
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

◉	Yes
○	No

21. If yes, please list the tools.

1.

In house payroll software that allows keying of time sheets by field staff

2.

Acceptance of electronic signatures reducing paper

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○   Yes

◉   No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

◉ Yes

◯ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

◉ Yes

◯ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	Summer hires for park services	Payroll, Human Resources, Park staff
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Check and balances by recalculating timesheets

2.

Verification of information on timesheets

3.

Approval of timesheets by cost code managers

4.

Verification with Human Resources on all documentation

5.

Post payroll reconciliation

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

An inhouse payroll software system interfacing CIPPS

2.

Recognition of electronic signatures

3.

State interface of the payroll and human resources function

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

State interface of the payroll/human resources function

2.

Complete electronic submission of all payroll data

3.

Imaging of all payroll data if not electronic

4.

The ability to report labor costs by activity

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

no

31. If you have any other concerns or comments about this functional area, please include them here.

IHRIS or a smiliar system is needed.

Relevant to question 1, certain salaried employees maintain time sheets for FLSA purposes, but not for payroll purposes.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

……

Weekly

50 %

Bi-weekly

……

Semi-monthly

……

Monthly

……

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

29

Highest Total

38

Month Highest Total Occurred

August

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

………

Weekly

100 %

Bi-weekly

………

Semi-monthly

………

Monthly

………

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

%

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

10.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

○ No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☑ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☑ special rates
- ☑ temporary pay
- ☑ military pay
- ☑ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ○ Yes
- ◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

- ○ Yes
- ◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

- ◉ Yes
- ○ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	PeopleSoft	Time and Labor	8.4	
2.		FME		
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			integration with financial system
2.			part of facilities management system
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.	labor cost distribution	FME to PeopleSoft	0
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.5
Band - 4	.5
Band - 5	.2
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

- ○ Yes
- ◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

◉ Yes

○ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.	FME to PeopleSoft	No	0
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

○ Yes

◉ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

fully automated

2.

has all FLSA edits in place

3.

has automated approval process

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

....

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

....

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

91 %

Monthly

……

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

36

Highest Total

78

Month Highest Total Occurred

July & August

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

……

Weekly

100 %

Bi-weekly

……

Semi-monthly

……

Monthly

……

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

98 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉   Yes

◯   No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☑ temporary pay
- ☑ military pay
- ☑ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ○ Yes
- ◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☑	☑
Time Entry	☐	☑	☑
Labor Distribution	☐	☐	☑

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

○ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Oracle	SST/Projects	11.5.9	
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			$ 0
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☑ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.7
Band - 4	.2
Band - 5	.3
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

⦿	Yes
○	No

21. If yes, please list the tools.

1.

Oracle Discoverer

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

◉ Yes

○ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.	CIPPS	Yes	0
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

○   Yes

◉   No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

◉   Yes

○   No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	summer hires	payroll / project set-up / HR
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

automates an otherwise manual process

2.

creates fully burdened labor costs used to reconcile CIPPS with actual data

3.

provides leave audit data

4.

APA audits the processes

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Interface to HR to maintain real time leave balances and reporting, in lieu of Payline

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

All systems are user friendly to eliminate duplicate keying processes (i.e. H/R, Finance/SST)

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

OMB Circular A-87 requires certain documentation of salary and wage distribution.

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

………………………………………………………………………………………………………

Weekly

………………………………………………………………………………………………………

Bi-weekly

………………………………………………………………………………………………………

Semi-monthly

………………………………………………………………………………………………………

Monthly

15 %

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

23

Highest Total

25

Month Highest Total Occurred

July

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

………

Weekly

………

Bi-weekly

………

Semi-monthly

100 %

Monthly

………

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

%

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

○   Yes

◉   No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☐ temporary pay
- ☐ military pay
- ☐ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ○ Yes
- ◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

○ Yes

◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	.3
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○   Yes

◉   No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

◉ Yes

○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

....

2.

....

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

....

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

....

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

31. If you have any other concerns or comments about this functional area, please include them here.

Our field investigators are under the FLSA Law Enforcement exemption and report their time on a 28-day/160 hour timesheet which is sent to them by HR in EXCEL format. It is a rolling 28 day cycle, therefore it just continues and the dates on the timesheet change every 28 days.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

……

Weekly

7 %

Bi-weekly

……

Semi-monthly

……

Monthly

……

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

7

Highest Total

8

Month Highest Total Occurred

December

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

………

Weekly

………

Bi-weekly

100 %

Semi-monthly

………

Monthly

………

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

%

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

○ No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☑ temporary pay
- ☑ military pay
- ☑ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ○ Yes
- ◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ◉ Yes
- ○ No

11. If yes, please identify the name and nature of the organization.

The Department of Accounts, the Commonwealth's centralized accounting agency

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

○ Yes

◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐   Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

⦿ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.1
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

⦿ Yes

◯ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

⦿ Yes

◯ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	Budget /legislative activities	Budget Divisions
2.	Training, recruitment, and benefits	Human Resources
3.	Regulatory review and forecasting activities	Regulatory Analysis Division
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Limited number of non-exempt employees, which simplifies the labor reporting process

2.

Leave is recorded electronically

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Establish electronic timesheet reporting for non-exempt and wage employees

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

....

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Any reengineering of this business process must comply with the Federal Fair Labor Standard Act.

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

……

Weekly

15 %

Bi-weekly

……

Semi-monthly

……

Monthly

……

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

78

Highest Total

78

Month Highest Total Occurred

March

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

100 %

Monthly

……

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

……

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

○ Yes

◉ No

7. If yes, please indicate which of the following you use

☐ shift differentials

☐ on-call pay

☐ emergency pay

☐ per diem

☐ special rates

☐ temporary pay

☐ military pay

☐ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

○ Yes

◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

◉ Yes

○ No

11. If yes, please identify the name and nature of the organization.

Department of Accounts Payroll Service Bureau

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

○ Yes

◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐   Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.1
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○	Yes
◉	No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

⦿ Yes

○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

⦿ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

....

2.

....

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Automated time keeping in the agency

2.

Although the Payroll Service Bureau is very helpful, we feel that having agency control of timekeeping, leave and payroll would be more effective.

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Automated

2.

Management reporting mechanism

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Fair Labor Standards Act

31. If you have any other concerns or comments about this functional area, please include them here.

The Department of Accounts Payroll Service Bureau manages the payroll and leave system. While they do a good job, it is felt that it might be easier to control if the agency managed its own payroll and leave system as once was the case.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

100 %

Weekly

....

Bi-weekly

....

Semi-monthly

....

Monthly

....

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

560

Highest Total

640

Month Highest Total Occurred

August 2004

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

100 %

Weekly

....

Bi-weekly

....

Semi-monthly

....

Monthly

....

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

100 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

25.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉   Yes

◯   No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☑ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☑ special rates
- ☑ temporary pay
- ☑ military pay
- ☑ bonuses

Other

Temporary Work Force Reduction

8. Does your Agency manage time and labor distribution at multiple work locations?

- ◉ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☑	☐	☐
Time Entry	☑	☐	☐
Labor Distribution	☐	☐	☑

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

○ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Timekeeper		0.9	
2.	SESA (state employment security agency)			
3.				
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			Web-based to allow upload into SESA
2.			Federal requirement
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐   Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.0
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

◉ Yes

○ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.	CIPPS/SESA	No	0
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

○   Yes

◉   No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

◉   Yes

○   No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	Quarterly employees	Cashiers; Tax and Wage Information Processing
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Timekeeper - availability of wage/OT reporting timely

2.

SESA is old but stable system

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

SESA is not real time

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Timekeeper

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Federal requirement that SESA identify time charges to grants and allocate indirect charges.

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

……

Weekly

3 %

Bi-weekly

……

Semi-monthly

……

Monthly

……

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

50

Highest Total

50

Month Highest Total Occurred

MARCH 05

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

....

Weekly

....

Bi-weekly

....

Semi-monthly

100 %

Monthly

....

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

100 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

○ No

7. If yes, please indicate which of the following you use

- ☑ shift differentials
- ☑ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☐ temporary pay
- ☐ military pay
- ☑ bonuses

Other

PART TIME HOURS / FULL TIME SALARIES

8. Does your Agency manage time and labor distribution at multiple work locations?

- ○ Yes
- ◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

○ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	KRONOS			$ 0
2.	EXCEL			$ 0
3.				
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐   Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

⊙ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.5
Band - 4	1.0
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

◉ Yes

○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

EXCEL SPREADSHEETS

2.

KRONOS

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

KRONOS INTERFACE TO CIPPS

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

AUTOMATION

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

NONE

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

………

Weekly

65 %

Bi-weekly

………

Semi-monthly

………

Monthly

………

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

Head Count 233/FTE 141.07

Highest Total

Head Count 250/FTE 186.04

Month Highest Total Occurred

May 2004

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

………

Weekly

………

Bi-weekly

100 %

Semi-monthly

………

Monthly

………

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

25.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

⊙ Yes

○ No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☑ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☑ temporary pay
- ☑ military pay
- ☑ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ◉ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☑	☑	☑
Time Entry	☐	☑	☐
Labor Distribution	☐	☑	☑

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

◉ Yes

◯ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.	Science Museum	$ 0
2.	Board of Accountancy	
3.	Motor Vehilce Dealer Board	
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

◯ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	In-house DMV VSDP System			
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	3.0
Band - 4	
Band - 5	
Band - 6	1.0
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○   Yes

◉   No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

○ Yes

◉ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

no strengths

2.

....

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

automate time and attendance

2.

labor distribution system (scheduling)

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

on-line and paperless

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

FMLA
FLSA

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

33 %

Weekly

....

Bi-weekly

....

Semi-monthly

67 %

Monthly

....

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

736

Highest Total

774

Month Highest Total Occurred

July, 2004

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

98 %

Weekly

....

Bi-weekly

2 %

Semi-monthly

....

Monthly

....

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

100 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

8,164.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉   Yes

○   No

7. If yes, please indicate which of the following you use

- ☑ shift differentials
- ☑ on-call pay
- ☑ emergency pay
- ☑ per diem
- ☑ special rates
- ☑ temporary pay
- ☑ military pay
- ☑ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ◉ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☑	☑	☑
Time Entry	☑	☑	☑
Labor Distribution	☐	☑	☑

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

○ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	PeopleSoft PeopleTools FMS II	Time Entry	Custom Designed	$ 0
2.				
3.				
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.	$ 0	$ 84,520	$ 0
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

◉ Yes

○ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.	Equipment Management System	Equipment Division	
2.	CIPPS	DOA	
3.	CARS	DOA	
4.	Inmate Labor	Accounts Payable - Corrections	
5.	Hired Equipment	Accounts Payable - DOA	

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	.1
Band - 2	2.3
Band - 3	35.9
Band - 4	69.0
Band - 5	.8
Band - 6	.3
Band - 7	.0
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

- ◉ Yes
- ○ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.	Hired Equipment	No	
2.	Inmate Labor	No	
3.	Equipment Rental	No	
4.	CIPPS	No	
5.	CARS	No	

24. Does your Agency systematically interface with CIPPS?

- ◉ Yes
- ○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

⦿	Yes
◯	No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	Weather events (snow, floods, etc.)	All
2.	Construction Projects	All
3.	Maintenance activities	All
4.	Special Projects	Varies according to project
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

On-line edits enhance accuracy, provide controls

2.

Data entered once for multiple applications / systems

3.

Automated routing for reviews and approvals

4.

System also includes leave (i.e. vacation, sick, etc.)

5.

Automated allocations enhance accuracy, controls

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Having an automated personnel system that could feed timely/accurate data to this module would be helpful

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Use for employees, inmate, contractors, equipment, etc.

2.

Single point of data entry

3.

Routine and ad hoc reports at summary / detail levels

4.

Up front system edits

5.

Flexibility to modify in meeting future business needs

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

FHWA, FAR, FEMA

31. If you have any other concerns or comments about this functional area, please include them here.

Questions related to frequency of interfaces did not allow entry of text - i.e. "daily," "weekly," etc.

See Attachment_Human_Resource_Management_Time_and_Labor_Distribution_28

Please note, while not all employees enter time each day, billing/reporting needs require time is captured for each day worked. FTE date for question 17 includes data entry, review and approval functions of employee time (does not include tracking for equipment, inmate labor or hired equipment).

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

....

Weekly

....

Bi-weekly

....

Semi-monthly

100 %

Monthly

....

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

30

Highest Total

30

Month Highest Total Occurred

....

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

………

Weekly

………

Bi-weekly

………

Semi-monthly

………

Monthly

………

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

75 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

| ⦿ | Yes |
| ○ | No |

7. If yes, please indicate which of the following you use

☐ shift differentials

☑ on-call pay

☑ emergency pay

☐ per diem

☐ special rates

☑ temporary pay

☐ military pay

☑ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

○ Yes

◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

◉ Yes

○ No

11. If yes, please identify the name and nature of the organization.

Service Bureau

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

○ Yes

◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

○ Yes

◉ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

◉ Yes

○ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	Huricane Season	
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

....

2.

....

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Interface

2.

Reporting

3.

Automation of Time and Attendance

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

....

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

………

Weekly

………

Bi-weekly

………

Semi-monthly

………

Monthly

………

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

81

Highest Total

84

Month Highest Total Occurred

February 2005

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

……

Weekly

100 %

Bi-weekly

……

Semi-monthly

……

Monthly

……

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

100 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

150.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

- ◉ Yes
- ○ No

7. If yes, please indicate which of the following you use

- ☑ shift differentials
- ☑ on-call pay
- ☑ emergency pay
- ☐ per diem
- ☑ special rates
- ☑ temporary pay
- ☑ military pay
- ☑ bonuses

Other

Bonuses as presecribed by the General Assembly.

8. Does your Agency manage time and labor distribution at multiple work locations?

- ◉ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☑	☑	☑
Time Entry	☑	☑	☑
Labor Distribution	☐	☐	☑

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

◉ Yes

○ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.	Office of Comprehensive Serivices	$ 0
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

○ Yes

◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	1.0
Band - 3	4.0
Band - 4	.5
Band - 5	.2
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	.2

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

◉ Yes

○ No

21. If yes, please list the tools.

1.

Kronos Time and Attendance Recordkeeping System

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

◉ Yes

○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Knowledgeable, experienced staff

2.

Reliable CIPPS system

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Interface between PMIS and CIPPS/CARRS

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Accurate, timely recordkeeping system

2.

Manipulative system

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Fair Labor Standards Act
Family Medical Leave Act

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

……

Monthly

100 %

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

56

Highest Total

60

Month Highest Total Occurred

April

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

100 %

Monthly

……

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

100 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

7.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

○ No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☑ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☑ temporary pay
- ☐ military pay
- ☐ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ◉ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☑	☐	☑
Time Entry	☑	☐	☐
Labor Distribution	☑	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

○ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Time Accounting			
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☑ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

- ⦿ Yes
- ◯ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.	Hours worked by federal grants	Federal grant coordinator	0
2.	Hours worked by project/job	Personnel cost redistribution matrix	0
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○   Yes

◉   No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

◉ Yes

○ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

		Process	Requires Double Entry	Frequency
	1.	Federal Billing	No	
	2.	Matrix redistribution	No	
	3.	Effort reporting	No	
	4.			
	5.			

24. Does your Agency systematically interface with CIPPS?

◉ Yes

○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

⦿	Yes
○	No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	Boating law enforcement	Law enforcement
2.	Hunting law enforcement	law enforcement
3.	Fisheries management	Fisheries
4.	Wildlife management	Widlife
5.	Boat registration	Boat registration

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Distributed to local users

2.

Automated for collecting

3.

Automated for updating computers with base data

4.

Central control of project/jobs that are active

5.

Directly tied to budgeting processes

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Enhancement of some fields of information

2.

Tighter connection to the budget

3.

Collection of milestone/deliverable complete information

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Directly tied to budgets

2.

Directly tied to work plans and evaluations

3.

Allow decentralized collection of data

4.

Local verification of data entry

5.

Use of digital signature approval

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Federal grants are dependent on accurate/timely collection and reporting of time to specific projects and grants.

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

....

Weekly

50 %

Bi-weekly

....

Semi-monthly

....

Monthly

50 %

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

200

Highest Total

Information unavailable

Month Highest Total Occurred

Information unavailable

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

………

Weekly

100 %

Bi-weekly

………

Semi-monthly

………

Monthly

………

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

3 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

5.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

◯ No

7. If yes, please indicate which of the following you use

☐ shift differentials

☐ on-call pay

☐ emergency pay

☐ per diem

☑ special rates

☑ temporary pay

☑ military pay

☑ bonuses

Other

geographic differentials; recruitment/retention differentials

8. Does your Agency manage time and labor distribution at multiple work locations?

◉ Yes

○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☑	☐	☑
Time Entry	☐	☐	☑
Labor Distribution	☐	☐	☑

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

○ Yes

◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

○ Yes

◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐   Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	6.4
Band - 3	7.2
Band - 4	1.4
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	.5

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

◉ Yes

◯ No

21. If yes, please list the tools.

1.

Automated time sheets

2.

Centralized leave system that field units can key directly into and then download into CIPPS

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

◉ Yes

○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Record keeping

2.

....

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Reduction of paper

2.

More accurate records

3.

Easier tracking

4.

More simple data collection

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Paperless system

2.

Tracking of all types of leave

3.

Electronic approvals

4.

Field units having the ability to key their own leave

5.

………

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

No

31. If you have any other concerns or comments about this functional area, please include them here.

In designing an automated time record and leave recording system, it would be beneficial to have benefits administrators included in the process.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

....

Weekly

100 %

Bi-weekly

....

Semi-monthly

....

Monthly

....

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

49

Highest Total

49

Month Highest Total Occurred

March 2005

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

………………………………………………………………………………………………………

Weekly

100 %

Bi-weekly

………………………………………………………………………………………………………

Semi-monthly

………………………………………………………………………………………………………

Monthly

………………………………………………………………………………………………………

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

100 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

○ No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☑ per diem
- ☑ special rates
- ☑ temporary pay
- ☑ military pay
- ☐ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ○ Yes
- ◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

○ Yes

◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐   Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	1.0
Band - 3	.1
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

☉ Yes

○ No

21. If yes, please list the tools.

1.

Chronos Timekeeping System

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

⦿ Yes

○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

⦿ Yes

○ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	Summer School hires	Deaf, Blind, Student Life, and Nursing Departments
2.	Snow removal	Maintenance/Grounds Departments
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Verified prior to data input

2.

Supervisor/manager approval required

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Manually intensive

2.

Timekeeping system which interfaces with payroll system

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Time clocks that interface with computer system

2.

Opportunity to verify/review data before data submission

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Fair Labor Standards Act

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

....

Weekly

....

Bi-weekly

....

Semi-monthly

....

Monthly

....

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

266 as of 3/31/05 payrollll

Highest Total

266

Month Highest Total Occurred

April 2005

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

100 %

Monthly

……

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

……

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

155.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

○ No

7. If yes, please indicate which of the following you use

- ☑ shift differentials
- ☑ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☑ temporary pay
- ☐ military pay
- ☑ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ⦿ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☑	☑	☑
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ⦿ Yes
- ○ No

11. If yes, please identify the name and nature of the organization.

DOA Payroll Services Bureau

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

○ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Excel spreadsheet for employee's tracking of time			
2.	Payline			
3.				
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			available
2.			only system available
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

◉ Yes

◯ No

21. If yes, please list the tools.

1.

Peoplesoft

2.

Kronos

3.

Oracle

4.

……

5.

……

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

○ Yes

◉ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

◉ Yes

○ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	Tax processing season - large number of shift workers, both wage and contract hired	processing employees on/off payroll, contractor timesheets
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Leave slips are approved and forwarded for processing electronically

2.

Hourly time sheets are also forwarded electronically

3.

OT/CT payments are forwarded electronically for processing

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Leave slips and timesheets could be combined

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Integration of employee time record with payroll - one-stop reporting instead of need for keying by HR or payroll person

2.

Ability to automatically update time and labor info to payroll

3.

Ease of use in forecasting payroll costs

4.

Ability to track time in relation to projects

5.

Link to financial management system

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

31. If you have any other concerns or comments about this functional area, please include them here.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

……

Monthly

……

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

385

Highest Total

407

Month Highest Total Occurred

June

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

100 %

Monthly

……

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

  %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉   Yes

○   No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☑ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☑ special rates
- ☑ temporary pay
- ☑ military pay
- ☑ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ◉ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☑	☐	☐
Time Entry	☐	☐	☑
Labor Distribution	☐	☐	☑

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

⊙ Yes

○ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.	Va Tobacco Settlement Foundation	$ 65,000
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

⊙ Yes

○ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	VDH F&A System/Oracle datebase)	Time and Effort	4.12.6	$ 0
2.				
3.				
4.				
5.				

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.	$ 0	$ 0	$ 0
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☑ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

◉ Yes

○ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.	CIPPS pay per employee	Time & Effort Module	24
2.	CARS personnel costs per grant	Time & Effort Module	12
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

- ○ Yes
- ◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○   Yes

◉   No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

◉ Yes

○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

Inexpensive solution because Oracle relational database was already owned

2.

Requires minimum effort by staff reporting time

3.

Changes/modifications can be made quickly/inexpensively in-house

4.

Supervisors and managers may view/enter data and run reports on-line locally

5.

Window's based

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Make the application browser based

2.

Possible development of additional reports to find reasons for unsupported personnel charges to CARS for a particular grant

3.

Pop-up message in ATV recording process that warns personnel charges must be supported by time records when transferring personnel charges to a grant

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

Window's based

2.

Time worked and distribution of time is entered online prior to payroll being run. The payroll system costs the time to accounting codes based on the input at the time payroll is run.

3.

Real-Time to the maximum extent possible

4.

Local access to needed system information

5.

The HR system interfaces with the payroll system, eliminating double keying

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Yes, Virginia Law requires that we provide a paper earnings notice if employee requests it.

31. If you have any other concerns or comments about this functional area, please include them here.

The service fee charged to the Va Tobacco and Settlement Foundation includes all accounting and administrative costs. The F&A system was selected since it was already in-house, inexpensive, and met a specific need. The frequency notated for reports from the time and effort module is semi-monthly and monthly.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

....

Weekly

....

Bi-weekly

....

Semi-monthly

52 %

Monthly

....

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

9

Highest Total

11

Month Highest Total Occurred

December

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

100 %

Monthly

……

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

44 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

32.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

○ Yes

◉ No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☐ temporary pay
- ☐ military pay
- ☐ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ○ Yes
- ◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

○ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Time & Effort from the F& A System			
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			Required use by VDH
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	.3

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

....

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

◉ Yes

○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

....

2.

....

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Need a more user friendly T&E system

2.

Need to capture T&E monthly versus quarterly for ALL staff

3.

Need information and reports by program code by individual

4.

Need to expand the number of business codes to capture all employee's activities

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

....

2.

....

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Do not know

31. If you have any other concerns or comments about this functional area, please include them here.

The survey completed based on changing the word Agency to District in all questions.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

....

Weekly

....

Bi-weekly

....

Semi-monthly

90 %

Monthly

....

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

287

Highest Total

....

Month Highest Total Occurred

....

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

……

Weekly

……

Bi-weekly

……

Semi-monthly

100 %

Monthly

……

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉   Yes

◯   No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☑ special rates
- ☑ temporary pay
- ☑ military pay
- ☑ bonuses

Other

....

8. Does your Agency manage time and labor distribution at multiple work locations?

- ⦿ Yes
- ○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☑	☐	☐
Time Entry	☑	☐	☐
Labor Distribution	☑	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ⦿ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○   Yes

◉   No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉   Yes

○   No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	ACCESS			$ 0
2.	EXCEL			$ 0
3.	KRONOS			
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	2,623.5
Band - 2	
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

◉ Yes

○ No

21. If yes, please list the tools.

1.

HRIS such as Oracle, SAP, Peoplesoft, etc.

2.

....

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○   Yes

◉   No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

○ Yes

◉ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

....

2.

....

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Need agency-wide leave/timekeeping system

2.

Need staff time to better train timekeepers

3.

Need staff time for system audits

4.

Need integrated HRIS

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

HRIS with timekeeping/leave component

2.

Electronic process tied to payroll processing

3.

Electronic supervision/employee approval for non-exempt timekeeping

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

No.

31. If you have any other concerns or comments about this functional area, please include them here.

Re Question number #21: Alternate law enforcement non-exempt work period of 160 hours impacts timekeeping to a significant degree.

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

....

Weekly

....

Bi-weekly

....

Semi-monthly

....

Monthly

....

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

19

Highest Total

19

Month Highest Total Occurred

19

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

……

Weekly

……

Bi-weekly

100 %

Semi-monthly

……

Monthly

……

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

1.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

○ No

7. If yes, please indicate which of the following you use

- ☐ shift differentials
- ☐ on-call pay
- ☐ emergency pay
- ☐ per diem
- ☐ special rates
- ☐ temporary pay
- ☐ military pay
- ☐ bonuses

Other

0

8. Does your Agency manage time and labor distribution at multiple work locations?

- ○ Yes
- ◉ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☐	☐	☐
Time Entry	☐	☐	☐
Labor Distribution	☐	☐	☐

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

- ○ Yes
- ◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

○ Yes

◉ No

15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.				
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.			
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	.7
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

○ Yes

◉ No

21. If yes, please list the tools.

1.

··

2.

··

3.

··

4.

··

5.

··

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

◉ Yes

○ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

○ Yes

◉ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.		
2.		
3.		
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

All divisions report to one focal point

2.

Ease of operation

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

None

2.

....

3.

....

4.

....

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

fair

2.

impartial

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

N/A

31. If you have any other concerns or comments about this functional area, please include them here.

N/A

Time and Labor Distribution includes establishing, maintaining, and monitoring time and attendance systems.

1. Excluding paid time off (e.g. leave slips), what percentage of these salaried employees, by frequency, report work hours via a timesheet, (e.g., project/grant work effort reporting)?

Daily

....

Weekly

100 %

Bi-weekly

....

Semi-monthly

....

Monthly

....

2. In your Agency, how many wage employees do you have as of 3/31/05? What is the highest total in the past 12 months and in which month?

Current Total

197

Highest Total

209

Month Highest Total Occurred

July

3. What percentage of these wage employees report work hours on the following frequencies?

Daily

……

Weekly

100 %

Bi-weekly

……

Semi-monthly

……

Monthly

……

4. What percentage of these wage employees report work hours, via a timesheet, for project/grant work effort reporting?

Percentage (%)

100 %

5. In your Agency, how many non-state employees (e.g. contractors or local employees) do you collect time for?

.00

6. Does your Agency have specific timekeeping procedures or internal pay processes?

◉ Yes

○ No

7. If yes, please indicate which of the following you use

☑ shift differentials

☑ on-call pay

☐ emergency pay

☑ per diem

☑ special rates

☑ temporary pay

☑ military pay

☑ bonuses

Other

Leave Share, Death Pay, Layoff Pay, VSDP Pay, Workers' Comp

8. Does your Agency manage time and labor distribution at multiple work locations?

◉ Yes

○ No

9. If yes, please identify what process each location manages. Check all that apply.

	Local	Regional/Dist	Central
Time Collection	☑	☑	☑
Time Entry	☑	☑	☑
Labor Distribution	☑	☑	☑

10. Does your Agency have an alternative organization (e.g., service bureau, other agency) to maintain and process your timekeeping files?

○ Yes

◉ No

11. If yes, please identify the name and nature of the organization.

12. Does your Agency maintain or process timekeeping or labor distribution data for other state agencies?

○ Yes

◉ No

13. If yes, please list Agency and service fee.

	Agency	Service Fee
1.		
2.		
3.		
4.		
5.		

14. Excluding CIPPS, does your Agency utilize any applications or systems to manage any part of the timekeeping and labor distribution processes?

◉ Yes

○ No

**15. If yes, please list the following information for each application/system, including software such as Excel, Access, etc., used by your agency that supports this process.
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.**

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance Fees
1.	Home Grown OT + Wage	Mapper/Unisys	8R2.E4	$ 0
2.				
3.				
4.				
5.				

Matrix: part 2 of 2

	Employee Training Costs	Contractor Support Costs	Why was the system selected?
1.	$ 0	$ 0	Not sure- Unisys platform has been historically utilized by VSP and other law enforcement agencies. Development of the wage and OT systems was contracted out in the 1980's
2.			
3.			
4.			
5.			

16. If you would like us to contact you for more information, please check follow up.

☐ Follow Up

17. Do any of your time and labor distribution application or systems interface with other systems or applications?

○ Yes

◉ No

18. If yes, please decribe below.

	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			

19. For the process of automated or manual Time and Labor Distribution (e.g. data entry, filing, etc.) in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	21.0
Band - 3	4.0
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

20. Do you know of any time and labor distribution tools that you are currently not using that would make your life easier?

◉ Yes

○ No

21. If yes, please list the tools.

1.

Oracle Time & Labor Module

2.

KRONOS

3.

....

4.

....

5.

....

22. Do any of the time and labor distribution processes share data, manual or automated, with other systems or applications?

○ Yes

◉ No

23. If yes, please identify the process, whether double data entry is required, and with what frequency it is required.

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

24. Does your Agency systematically interface with CIPPS?

○ Yes

◉ No

25. Does your Agency have any seasonal activities that significantly impact your workload in time and labor distribution?

◉ Yes

○ No

26. If yes, please list the seasonal activities, such as summer hires, snow removal, etc., and the workload areas impacted.

	Activity	Workload Area Impacted
1.	Inclement weather	Personnel/Payroll
2.	Grounds workers	Personnel/Payroll
3.	Trooper Schools	Personnel/Payroll
4.		
5.		

27. Please list up to five strengths of your current business processes for time and labor distribution.

1.

No clear strengths

2.

....

3.

....

4.

....

5.

....

28. Please list up to five opportunities for improvement in your current business processes for time and labor distribution.

1.

Integration with payroll

2.

Better workflow

3.

Report Writer capability

4.

Overtime system needs revamping

5.

....

29. Please identify up to five attributes, features, or characteristics you wish for in an ideal time and labor distribution process.

1.

One time entry

2.

Integrated applications - personnel, payroll, leave and billing

3.

....

4.

....

5.

....

30. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

OMB Federal Grant Requirements
State CAPP Manual

31. If you have any other concerns or comments about this functional area, please include them here.

None